

**SANDY CITY**  
**APPROVED POSITION SPECIFICATIONS**

- I. Position Title: Public Utilities Assistant Director / Engineering Manager Revision Date: 11/2019  
EEO Category: Professional  
Status: Exempt (Prof)  
Control No: 20556

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the general supervision of the Director of Public Utilities, assists with the management of operations, budgeting and personnel in the Public Utilities Department. Manages Engineering Division operation and supervises the operations and personnel of the Engineering Division.

III. Essential Duties:

- Responsible for engineering regulatory compliance, long range planning, asset management program support, and capital improvement program implementation for the Department in coordination with the Operations Manager.
- Plan, coordinate and schedule Engineering Division operations.
- Supervise capital improvement design, quality control, permits, approvals, and construction.
- Plan, prepare and administer budgets for capital projects and Engineering Division needs.
- Coordinate new construction, system maintenance, and system operations with Operations personnel.
- Supervise development reviews and approvals of utility systems associated with new subdivisions or related development.
- Oversee and assure compliance with state storm water quality permit compliance (Utah Pollution Discharge Elimination System or UPDES)
- Oversees and assures City's compliance with State of Utah and FEMA flood map administration of the National Flood Insurance Program (NFIP).
- Manage the City's water rights portfolio.
- Assist with planning for future short term and long term needs, including water source development.
- Prepare, organize and maintain Engineering Division files and reports.
- Provide professional technical assistance and consult with other departments on Public Utility engineering matters.
- Represent the Department Director at meetings or functions within the department, with other City departments, or with outside organizations involved in water shed and water related issues.
- Participate in advisory boards and other board meetings.
- Assist Operations Manager and department staff with leadership, engineering evaluation and implementation of enhanced efficiencies, innovation, customer service, quality performance and workforce morale.

IV. Marginal Duties:

- Respond to public inquiries, complaints and requests.
- Respond and investigate complaints regarding public improvements.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Requires a bachelor's degree in civil engineering or related field.

**Experience:** Requires five years engineering experience, two of which must include supervisory responsibilities. May substitute an equivalent combination of education for experience except supervisory experience.

**Certifications/License:** Must be licensed Professional Engineer (PE) in the State of Utah with no previous professional engineer board disciplinary action in any previous PE licensed states. Valid Utah Driver's License required.

**Probationary Period:** Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

**Knowledge of:** Engineering principles, procedures and practices; principles of management and budgeting; principles of maintenance and construction of utility related projects; OSHA safety standards, FEMA flood insurance laws and administration, and EPA water standards as well as other related local, state, and federal regulations; water utility system facilities, equipment and operations for storm drainage, wells, water tanks, pump stations and water distribution systems.

**Responsibility for:** Great responsibility for using correct judgment to avoid accidents which could result in injury and death to citizens as well as legal action against the City; great responsibility for the care, condition and use of materials, equipment, money and tools; great responsibility for making decisions which affect the activities of other individuals; supervision of Engineering Division personnel; great responsibility for safety and risk management issues related to the operation

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well developed sense of strategy and timing; ability to deal well with developers; attendance at public meetings; ability to deal well with upset and irate people.

**Tool, Machine, Equipment Operation:** Regular use of telephone, computer printer and 10-key, frequent vehicle use. Use of EPANET hydraulic and water quality model software, knowledge of Supervisory Control and Data Acquisition (SCADA) functionality, and related engineering and operational utility software.

**Analytical Ability:** Ability to communicate effectively verbally and in writing; read plans and blueprints; prioritize tasks; establish effective working relationships with employees and the public; records management skills; communicate and apply complex concepts to the solution of problems and performance of assigned duties; establish meaningful goals and priorities; prepare plans and specifications, evaluate projects.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, object, or controls. Position requires frequent communication with others. Employee will sit or stand for long periods of time. Frequent climbing, balancing, walking, bending, kneeling and stooping; moderate lifting and carrying of up to 50 lbs.

*Work Environment:* Great mental effort is required daily; moderate exposure to stress working with developers, deadlines and night meetings; occasional field work and exposure to traffic and construction site hazards, dust and noise; regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, toxic fumes and high voltage equipment and heavy equipment; outdoor work in all types of weather.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_